

Wasatch Front Regional Council (WFRC) Rating and Ranking Policies Program Year 2006

The following policies have been established for Davis, Morgan, Tooele, and Weber Counties and are required per Federal, State, and/ or County guidelines.

GENERAL POLICIES:

WFRC staff is available for assistance at any time during the program year including technical assistance with the application process, planning assistance with the Capital Improvement/ Investment Plan list, and planning assistance with the Consolidated Plan.

- Eligible applicants include cities and counties that make up the CDBG Small Cities Program; thus excluding Clearfield, Layton, and Ogden cities.
- Applicants are required to attend the How to Apply workshop located within their region.
- Applicants are required to ensure that the proposed project is on the prioritized Capital Investment / Improvement Plan (CIP) that is submitted as part of the County's Consolidated Plan prior to submitting a Pre-Application. **The CIP must be formally adopted by fall of 2005 and submitted to WFRC by November 1, 2005.**
- All projects must meet a HUD national objective described in the 2006 CDBG Application Policies and Procedures guidebook.
- Every contract should be capable of completion within twelve (12) months.
- Grantees or sub-grantees must have drawn down at least 50% of any prior CDBG funding by the time the respective county adopts the CDBG allocation.
- Entities such as a special service districts, nonprofit organizations, or housing authorities may become sub-grantees if an eligible applicant is willing to sponsor them and their project.
- Eligible applicants are responsible for the sub-grantee's project viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-grantee's contract performance.
- Projects will be rated and ranked against other projects within their county only.

- Any appeal of the WFRC CDBG process and any funding recommendations will follow the state's written appeal procedure as approved by the COG.
- The Rating and Ranking Committee (RRC) is made up of each county's (Davis, Morgan, Tooele, Weber) Council of Government (COG) members. One RRC member will be appointed to sit on the State CDBG Policy Board Committee.
- Rating and Ranking of applications is a public effort that takes place annually at each county COG meeting. Notification is made to the public prior to each meeting based on the procedure of each county. Rating and Ranking generally takes place in February.

APPLICATION PROCEDURES:

- When two or more applications are submitted, each project will need to be prioritized by the applying entity for the RRC to better determine allocation.
- Applicants must review their county's Rating and Ranking Criteria and provide documentation (written proof attached to the application as requested) of each criteria as part of the Pre-Application process.
- Pre-applications must be turned into WFRC by 5:00 pm on December 2, 2005.
- WFRC staff will review all pre-applications with the state HCD staff to determine eligibility and national objective compliance.
- WFRC staff will visit project sites, HCD staff will also visit slum and blight project sights.
- If applicable, RRC Sub Committee's will review all pre-applications that are determined eligible and rank the projects based on the County's Rating and Ranking Criteria.
- If applicable, applicants will be invited to make a brief (10-minute) presentation to the RRC/ RRC Sub-Committee/ WFRC staff to summarize the project and answer questions.
- If applicable, the RRC will review the Sub Committee's ranking of pre-applications.
- The RRC will complete the ranking and rating process, which will include determining the final rating, and award funding to the highest ranked projects.

ALLOCATION POLICIES:

The highest ranked CDBG project should be funded first at its full funding request.

Funding will follow the ranking order, fully funding each project until all funds are exhausted. As a rule, funding will not be reduced unless the project is the last one funded. In the event of a tie for the last funding position, the project with the most project beneficiaries will be funded.

The minimum allocation per project is \$20,000, and the maximum allocation varies by county per year: Davis County \$150,000, Morgan County \$300,000, Tooele County \$300,000, Weber County \$300,000.

The maximum term for any multi-year project is three (3) years in Morgan, Tooele, and Weber counties. Davis County's maximum term is two (2) years.

Projects that have been given more than 12 months to complete (multi-year projects) by the RRC will have funding priority in subsequent years. Therefore, any multi year project will be allocated off the top before the rating and ranking process to ensure funding. Multi year projects must contain specific cost estimates and work elements by year so that annual allocations by the RRC can be determined at the onset.

Previously allocated funds, that become available to the county, will be reallocated by the RRC. The RRC may elect to a) fund the next highest-ranking projects, b) spread the allocation over all or some funded projects, c) roll over into the next annual allocation, d) or some other means.

If the RRC becomes aware of facts about a project or application (unknown at the time of pre-rating) that makes the project ineligible, the RRC may reject the assigned ratings and deny any ranking to the application.

Emergency Funds

Any County RRC may decide to request an allocation from the State Emergency Fund on behalf of a city or county, as funds are available; refer to the CDBG Application Policies and Procedures guidebook for more information. Such "emergency" projects may include a need by a city or county that could not have been foreseen and where no other alternative funding is available i.e. fire, flood, threat to public health and safety. Such projects must meet a CDBG National Objective but do not necessarily have to go through the formal rating and ranking process. Applications will be reviewed and approved on a case-by-case basis by the county RRC. Funding will be deducted directly from the top of the respective county's allocation.

Set Aside Funds

Set aside funds may be established by any county RRC and can be used for general purpose activities. Such set aside activities can include housing, economic development, community development, planning, etc. Set asides cannot be established for specific projects, they cannot remove the competitive process, or usurp the rating and ranking process.

The WFRC region does not currently have any set aside funds. However if a county RRC chooses to do so, a separate rating and ranking criteria may be established, as determined by the COG. Eligible entities will be notified and rating and ranking policies will be explained prior to the submission of applications.

DAVIS COUNTY

RATING & RANKING

Davis County COG Program Year 2006

CDBG Rating and Ranking Criteria and Applicant's Score Sheet

Applicant: _____

Ranking: _____ of _____

Requested CDBG\$ _____

Total Score: _____ of 108

	Criteria	Weight	Point Identification	Score
1.	CAPACITY OF GRANTEE TO CARRY OUT THE GRANT.	10 point max	10 Points. Successful grant administration OR no previous grant administration. 5 Points. Unsuccessful grant administration in the past, but has shown improvement through documentation of other contracts. 0 Points. Unsuccessful grant administration in the past and has not shown improvement.	
2.	JOB CREATION, RETENTION/ TRAINING	20 point max	2 Points for every permanent job created. .5 Points for every job skills training created.	
3.	IMPROVEMENT TO OR EXPANSION OF HOUSING STOCK, NEW HOUSING UNITS CONSTRUCTED, REHABILITATED, OR MADE ACCESSIBLE TO LMI RESIDENTS.	20 point max	2 Points for every housing unit improved, created, rehabilitated, or made accessible.	
4.	MODERATE INCOME HOUSING PLAN IMPLEMENTATION	7 point max	7 Points. Adopted a Moderate Income Housing Plan and this project addresses an element of that plan. 3 Points. Adopted a Moderate Income Housing Plan, but this project is not addressed in the plan. 0 Points. A Moderate Income Housing Plan has not been prepared and/ or adopted.	
5.	TO WHAT EXTENT DOES THE PROJECT MEET ONE OF THE NATIONAL OBJECTIVES?	25 point max		

5.A	LMI BENEFIT AT LEAST 51% OF THE BENEFICIARIES NEED TO QUALIFY AS LOW TO MODERATE INCOME HOUSEHOLDS. MORE POINTS WILL BE GIVEN TO THOSE WHOSE INCOME IS VERY LOW AND EXTREMELY LOW.		<ul style="list-style-type: none">• <u>Moderate</u> Income (families with household incomes that are <u>80% or less</u> than the county median income):% x 20 points• <u>Very Low</u> Income (families with household incomes that are <u>50% or less</u> than the county median income):% x 40 points• <u>Extremely Low</u> Income (families with household incomes that are <u>30% or less</u> than the county median income):.....% x 80 points Total Points..... (Round up to whole number if greater than .5)			
5.B	ELIMINATION OF SLUM AND/ OR BLIGHT		10 Points awarded to any project in this category.			
5.C	URGENT HEALTH AND WELFARE NEEDS		10 Points awarded to any project in this category.			
6.	MATCHING DOLLAR CONTRIBUTION	12 point max	Percent of Matching Dollar Contribution			
			>75%		12 Points	
			51-74%		9 Points	
			26-50%		6 Points	
			0-25%		3 Points	
7.	PROJECT MATURITY/ APPLICATION QUALITY. ALL PROJECTS ARE EXPECTED TO SUBMIT THE MINIMUM APPLICABLE REQUIRED ELEMENTS. POINTS MAY BE DEDUCTED FOR LACKING APPLICATIONS.	-6 point max	Detailed scope of work.	If No	-1 Point	
			Engineers cost estimate and completed site plan (if applicable).	If No	-1 Point	
			Itemized cost estimate.	If No	-1 Point	
			Ready to proceed immediately.	If No	-1 Point	
			All matching funds have not been committed/ secured.	If No	-1 Point	
			Assigned project manager that has played a major role in the preparation of the application. (Name: _____)	If No	-1 Point	
8.	QUALITY GROWTH PRINCIPLES	10 point max	5 Points. Project is consistent with the county consolidated plan and is recognized as a Utah Quality Growth community.			
			2 Points. A demonstration of community plans that coordinate and cooperates with other governments for planning and land-use.			
			2 Points. Efficient infrastructure development including water and energy conservation methods.			
			2 Points. Housing opportunity and affordability has been incorporated into community planning.			
			2 Points. Community incorporates protection and conservation of water, air, critical lands, important agricultural lands, and historic resources.			
9.	OVERALL BENEFIT	4 point max	2 Points. Projects that have a positive impact outside the immediate neighborhood or community in which they are located.			
			2 Points. Project supports existing, on-going activities and is part of a larger overall long-range plan.			

<u>CDBG Rating and Ranking Application Instructions</u>
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1. CAPACITY OF GRANTEE TO CARRY OUT THE GRANT

Poorly administered grants in the past must show improved administration capabilities through third party administration contracts to get partial credit. In order to receive new funding, previous grantees must have drawn down at least 50% of their prior years CDBG grant funds at the time of COG rating and ranking.

2. JOB CREATION/ TRAINING

Credit will be given to projects that create or retain jobs, and/ or job skills for Low to Moderate Income persons, 51% of jobs created have to be available to LMI persons.

- A permanent job is considered to be any 30-hour per week entry-level position that lasts at least 50 weeks. This position must pay at least 1.5 times the minimum wage (including benefits) and would be eligible to any low to moderate-income person with or without a high school degree.
- Job skills' training is an activity that prepares any person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.
- Social skills' training is an activity that incorporates social skills training to prepare a person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

3. IMPROVEMENTS OR EXPANSION OF HOUSING STOCK

Points based on number of units constructed, rehabilitated, or made accessible to low and moderate-income residents.

4. COMPLIANCE WITH HOUSE BILL 295, MODERATE INCOME HOUSING PLAN IMPLEMENTATION

As of July 1, 2004 House Bill 295 requires all cities and counties to have a Moderate Income Housing Plan that addresses the problems associated with the availability of affordable housing in their communities. Those applicants that have prepared and adopted a plan and who are applying for a project that is intended to address some element of that plan will be given additional consideration.

5. TO WHAT EXTENT DOES THE PROJECT MEET ONE OF THE NATIONAL OBJECTIVES?

Refer to the Utah Department of Community and Economic Development 2005 CDBG "Application Procedures and Policies" Ch. 3 National Objectives, Eligible Activities and Individual Federal Compliance Requirements for a complete description of applicable activities.

- **Benefits to Low and Moderate Income Persons (LMI).** Projects are awarded points based on the percentage of very low, low, and moderate-income persons directly benefiting from the project. In order to qualify for this national objective 51% of the beneficiaries have to qualify as LMI. Presumed LMI automatically receives 25 points. Moderate Income is 80% of county median income, Low Income is 50% of county median income, and Very Low is 30% of county median income. *Refer to Appendix C of the above-mentioned "Application Procedures and Policies" for County income data.
- **Elimination of Slum and/ or Blight.** A project is awarded 10 points if it performs activities on a spot basis for those areas designated as slum or blight, OR if the activity is included in the urban renewal plan.
- **Urgent Health and Welfare Needs.** A project is awarded 10 points if it improved the health and/ or safety standards of the community. Federal guidelines require that "...existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs".

6. MATCHING DOLLAR CONTRIBUTION

Match percentage is based on the total project cost.

7. PROJECT MATURITY/ APPLICATION QUALITY

Each application MUST include a specific detailed scope of work (narrative description of project and detailed engineer's cost estimate), explanation of other funding sources, engineering services, and have an assigned project manager. Is the proposed project ready to implement and can it be completed in a timely fashion?

8. QUALITY GROWTH PRINCIPLES

Communities that demonstrate their desire to improve through the use of these programs will be given additional points. Also those communities that participate in the Quality Growth Communities Program will be given additional credit.

9. OVERALL BENEFIT

Points awarded for projects that augment or enhance existing programs or plans. Extra points are allowed for those projects that result in a greater good by spreading a positive impact beyond the border of the specific project area or the community in which they are located and in fact may have countywide or even regional influence.

Davis County COG Program Year 2005

CDBG Rating and Ranking Policies

I. Funding

Each year Federal Department of Housing and Urban Development (HUD) funds are made available in Davis County through the Small Cities Community Development Block Grant (CDBG) program administered by the Utah Division of Housing and Community Development (HCD) and the Wasatch Front Regional Council (WFRC). These funds have the potential to help implement a wide variety of community development projects in the non-entitlement area of the county, which includes all of Davis County with the exception of Clearfield and Layton. Significant planning, coordination, documentation, and other efforts are necessary in order to participate in the CDBG program.

II. Eligible Applications/ Applicants

The Davis County COG accepts and reviews all eligible applications, but places an emphasis on three types of CDBG eligible activities. Such activities include: support, development, and expansion of social services and affordable housing; revitalization of the downtown areas and other economic development stimulates, the overall improvement of the quality of life, job creation for low to moderate-income persons, improvement to community standards that are a part of a comprehensive Master Plan and supported by other funding sources, also have priority as well, and also of importance are those projects that involve infrastructure replacement in LMI areas. Each year the Davis County priorities will be re-evaluated to ensure and maintain county needs.

A. Required Information

Federal and State guidelines for CDBG applications require that various types of information are provided with the applications. While it would be beneficial for applicants to have as much of this information prepared as early as possible, the Davis County COG will not be concerned with seeing that all Federal and State required details for applications be provided. Applicants should be aware, however, that these details will need to be provided to the Utah HCD when the applications are forwarded to that office. The information that will be required by the Davis County COG for CDBG applications is as follows:

- A completed Utah HCD application form found in the State's 2006 CDBG "Application Procedures and Policies".

- A determination from WFRC indicating the eligibility of the proposed project.

- All projects must meet one HUD National Objective described in the State's 2006 CDBG "Application Procedures and Policies".

- A summary, no longer than three pages, describing the proposed project including an architect and/or engineer's estimate, if a construction project.

- All projects must be included in the Consolidated Plan under the "Capital Investment Plan" for Davis County. The Capital Investment Plan must be formally adopted by fall and submitted to WFRC by November 1.

- Written documentation/evidence needs to be included in order to receive points for each of the Rating and Ranking Criteria.

B. Application Review Process

The full COG shall appoint a subcommittee composed of local government leaders (mayors and/or county commissioners) whose jurisdictions do not submit applications for CDBG funding. The subcommittee shall be appointed by the December or January COG meeting. The subcommittee, typically composed of five COG members, will review any applications received and will recommend to the COG which, if any, should be funded based on Rating and Ranking Criteria.

The subcommittee shall meet in January or February of each year in order to review the applications and determine recommendations to the COG. The Davis County COG staff, and any other staff that the subcommittee members may desire to have participate, shall work with the subcommittee in gathering information, compiling, and assisting as necessary.

The subcommittee shall review and prioritize all eligible projects based on the **Davis County COG - CDBG Rating and Ranking Criteria** worksheet and policy document. These criteria are intended to help implement the CDBG funding priorities outlined above. The subcommittee may recommend modifications to the Criteria for future funding cycles. Any modifications must be approved by the full COG.

The subcommittee shall recommend to the full COG by February 28 which applications should be funded and to what extent. After receiving the recommendations from the subcommittee, the full COG will then determine the final allocation of funds.

All applications will be pre-rated by the Davis County Rating and Ranking Sub-Committee. This committee will consist of: a Wasatch Front Regional Council CDBG Representative, a Davis County CDBG Representative, and generally five representatives from municipalities that aren't submitting an application.

The Rating and Ranking Committee (RRC, Davis County Council of Governments (COG)) will formally review the pre-rating, rank the applications, and award funding. The RRC may revise the ratings assigned by the sub-committee to an application if it finds the points were not given in accordance to the criteria, or if it were unaware of facts during the time of pre-rating and ranking. Results of the pre-rating process will not be made public or released to any applicant until after the formal RRC review has been completed.

Applicants

Only Davis County local government bodies may apply. Clearfield City, Layton City, and any other organization determined by HUD to be an entitlement body, may not apply. A local government body may sponsor another organization that meets the HUD eligibility requirements, but only if the proposed project benefits Davis County residents and/or is located within Davis County. As these funds are allocated for the benefit of Davis County residents, the COG may reject outright any petition from a body that does not have a physical presence in Davis County. Those applicants requesting funds for operation costs will be considered at a lesser priority. Only 1 (one) project per municipality will be eligible per funding cycle, exceptions may apply. The following is required by each applicant:

- Attendance at the How to Apply Workshop by all prospective applicants.
- Applicants, when asked, will be invited to meet with the Rating and Ranking Committee and staff to make a brief (under 10 minute) presentation of the proposed project. These applicants will need to be prepared to answer questions related to the project i.e. scope of work, status of matching funds, project significance and how it benefits the community. Interviews will take place in February.
- Each sub-committee member may visit at least two applicant project sites in order to better understand each project. The sub-committee member will randomly choose two projects that are in their geographic area.

III. Allocation

Grant requests shall be limited to \$150,000 dollars per funding cycles, per eligible entity. No grant shall be awarded for less than \$20,000 dollars per funding cycle. Multi-Year projects will be limited to a maximum of a 2-year allocation. No more than 10% of the grant can be designated for administration costs, all administration costs must be broken out from the rest of the project costs when preparing the budget.

IV. Project Report

At the completion of every project, awarded applicants are required to prepare and present a Project Report to the Davis COG. This report will need to include a project summary, before and after pictures, and a quantitative summary of the populations that benefited from the project.

THOSE GRANTEES THAT FAIL TO GIVE A PROJECT REPORT FOLLOWING PROJECT COMPLETION WILL BE DOCKED 15 POINTS IN ALL FUTURE APPLICATIONS UNTIL REPORT IS GIVEN.

Davis County <u>Timeline</u> Program Year 2006				
June	July	August	September	October
<ul style="list-style-type: none"> Contract execution. 	<ul style="list-style-type: none"> Unsigned contracts may be re-allocated. COG review, approve, adopt 2006 Rating and Ranking Criteria. Rating and Ranking Criteria due to WFRC by July 29th. 	<ul style="list-style-type: none"> Application Policies and Procedure approval. Re-allocate unexecuted grants. Capital Investment Plans approved and adopted by municipality. 	<ul style="list-style-type: none"> Required attendance at How to Apply Workshops. Applicants hold 1st Public Hearing. 	<ul style="list-style-type: none"> Pre-Application preparation.
November	December	January	February	March
<ul style="list-style-type: none"> WFRC visit Project sites. Consolidated Plan public hearing and 30 day comment period. Capital Investment Plans due to WFRC by Nov. 1st. 	<ul style="list-style-type: none"> Pre-Applications due to WFRC on Dec. 3rd, by 5pm. Consolidated Plan due to State on Dec. 1st. 	<ul style="list-style-type: none"> Review projects and housing surveys. 	<ul style="list-style-type: none"> Applicant Rating and Ranking. 	<ul style="list-style-type: none"> COG recommended applicants submitted to the State. Awarded applicants invited to Workshop. Begin preparing Final Application.
April	May			
<ul style="list-style-type: none"> Training Workshop. Applicants hold 2nd Public Hearing. 	<ul style="list-style-type: none"> Final Applications due to WFRC by April 25th. State reviews applications and sends out contracts. 			

MORGAN COUNTY RATING & RANKING

Morgan County Council of Governments

CDBG Program Rating and Ranking Criteria for 2006 Applications

1. CAPACITY OF APPLICANT OR RESPONSIBLE PARTY TO CARRY OUT THE GRANT (5 POINT MAX)
 - a. Applicant is in **good standing and has a good track record.** 5 pts.
 - b. Applicant has had poor performance with previous grants, but has documented **efforts to improve** capabilities. 3 pts.
 - c. Applicant has had **poor performance** with previous grants. 0 pts.

2. ECONOMIC DEVELOPMENT BENEFIT (25 POINT MAX)
 The proposed project will result or assist in the expansion of economic development opportunities.
 - a. The proposed project will **increase the tax base** of the community. 15 pts.
 - b. The proposed project will **create and/ or retain permanent jobs** in the community. 2 pts. per job up to 10 pts.

3. HOUSING STOCK FOR LMI RESIDENTS (25 POINT MAX)
 - a. The proposed project will result in the **improvements to or expansion of housing stock, new housing units are constructed, rehabilitated, or made accessible to LMI residents.** 15 pts.
 - b. The proposed application documents the efforts to **maintain** the structure for LMI populations. 5 pts.
 - c. A **local contractor** will complete the proposed project and the applicant documents this in the application. 5 pts.

4. BENEFIT TO LOW TO MODERATE INCOME POPULATIONS (10 POINT MAX)
 The proposed project will provide direct benefit to low to moderate-income families living below the county median income. At least 51% of the beneficiaries need to qualify as having a moderate (family household income is 80% or less than the county median income), very low (family household income is 50% or less than the county median income), or extremely low (family household income is 30% or less than the county median income).
 - a. Percent of **Moderate Income** families benefited % x 5 Points = _____
 - b. Percent of **Very Low Income** families benefited % x 10 Points= _____
 - c. Percent of **Extremely Low Income** families benefited % x 15 Points= _____

Total Points (round up to the nearest whole number if .5)

5. BENEFIT TO DISABLED POPULATIONS (5 POINT MAX)
 - a. The proposed project will **benefit persons who are disabled.** 5 pts.

6. IMPROVEMENTS TO AND OF THE COMMUNITY (20 POINT MAX)
- a. Construction of or improvements to **community infrastructure**. 10 pts. per type of infrastructure
 - b. Construction of or improvements to **public safety programs and facilities**. 10 pts.
 - c. Construction of or improvements to **public services**. 10 pts.
 - d. **Elimination of slum and/ or blight**. 10 pts.
 - e. **Urgent Health and welfare needs**. 10 pts.
7. PLANNING (10 POINT MAX)
- a. The applicant **participated in the Consolidated Plan and documents such compliance** in the pre-application. 5 pts.
 - b. The proposed **project addresses an element of the adopted Affordable Housing Plan**. 5 pts.
 - c. The applicant **jurisdiction has adopted the Affordable Housing Plan** as required by state law. 2.5 pts.
 - d. Communities who participated in the **Quality Growth Program**. 5pts.
8. FINANCIAL COMMITMENT TO THE PROJECT (15 POINT MAX)
- The applicant has documented an investment of non-CDBG funding to the proposed project.
- a. 0 - 9% Matching Funds. 0 pts.
 - b. 10 - 20% Matching Funds. 5 pts.
 - c. 21 - 35% Matching Funds. 10 pts.
 - d. 36% Plus Matching Funds. 15 pts.
9. PROJECT MATURITY (15 POINT MAX)
- The applicant has documented that the proposed project is ready to implement and that it can be completed in a timely fashion.
- a. Detailed **scope of work**. 4 pts.
 - b. Detailed **cost estimate** (contractor, engineer, etc). 4 pts.
 - c. **Timeframe**. 4 pts.
 - d. All required **documentation** is included in the application. 3 pts.

130 Possible Points

TOOELE COUNTY RATING & RANKING

2006 TOOELE COUNTY RATING AND RANKING CRITERIA

APPLICANT _____

PROJECT TITLE _____

TOTAL COST \$ _____

LOCAL COST \$ _____

CDBG COST \$ _____

Criteria	Points
1. Capacity of Applicant to Carry Out the Grant. 4 Point Max Applicant has successfully administered previous grants. <ul style="list-style-type: none"> • Successful grant experience. 4 points • No previous grant experience. 2 points • Poor previous grant performance. 0 points • Poor previous grant performance but demonstrates improved capabilities. 1 point 	_____
2. Project Maturity. 10 Point Max <ul style="list-style-type: none"> • Detailed scope of work. 2 points • Engineer's cost estimate and completed site plan. 2 points • Itemized cost estimate. 2 points • Ready to proceed immediately. 2 points • All other matching/ contributing funds are committed. 2 points • Know where other funds will come from, but these funds have not been secured yet. 1/2 pt 	_____
3. Economic Development Benefit. 35 Point Max <ul style="list-style-type: none"> • The project will result or assist in the expansion of economic development opportunities or increase the tax base of the community. 0 - 5 points • The project will create/ retain permanent jobs in the community. 2 points per job; 20 point max • The project will create temporary jobs, i.e. construction. 1 point per job; 10 point max 	_____
4. Improvement to or Expansion of Housing Stock, New Housing units Constructed, Rehabilitated or Made Accessible to LMI Residents. 10 Point Max <ul style="list-style-type: none"> • The project will result in the construction of new affordable housing units and/ or in the rehabilitation of existing units. 1 point per unit 	_____
5. Financial Commitment to the Project. 15 Point Max Has the applicant documented an investment of Non-CDBG funding to the project? <ul style="list-style-type: none"> • 1 to 10 %- 3 points • 11 to 25%- 8 points • 26 to 50%- 12 points • Over 50%- 15 points 	_____

6. Benefit to Low to Moderate Income (LMI) Populations. 32 Point Max

The project will provide direct benefit to at least 51% persons and/ or families with household incomes 80% or less than the county median income.

Moderate- Household income is 80% or less than the county median income.

Very low- Household income is 50% or less than the county median income.

Extremely low- Household income is 30% or less than the county median income.

- 0 to 10 % of beneficiaries are:
 - Extremely Low income. 4 points
 - Very Low income. 3 points
 - Moderate income. 2 points
- 11 to 25 % of beneficiaries are:
 - Extremely Low income. 7 points
 - Very Low income. 6 points
 - Moderate income. 5 points
- 26 to 50 % of beneficiaries are:
 - Extremely Low income. 10 points
 - Very Low income. 9 points
 - Moderate income. 8 points
- Over 50 % of beneficiaries are:
 - Extremely Low income. 15 points
 - Very Low income. 13 points
 - Moderate income. 11 points

7. Elimination of Slum and Blight. 10 Points to any project in this category.

8. Urgent Health and Welfare Needs. 10 Points to any project in this category.

9. Benefits to Disabled Populations. 10 Point Max

- The project will improve existing facilities to provide benefit to disabled persons. 10 points

10. Compliance with State Affordable Housing Requirements (House Bill 295).

6 Point Max

- The applicant jurisdiction's has adopted an affordable housing plan as required by State law. 2 points
- The project implements a portion of the applicant jurisdiction's adopted affordable housing plan. 4 points

11. Improvement of Community Infrastructure. 10 Point Max

- The project will repair and provide essential public infrastructure. 10 points
- The project will improve or enlarge essential public infrastructure. 5 points

12. Recent Funded Projects. 6 Point Max

The applicant has had funded projects:

- Within the last year. 0 points
- Within the last 2 years. 3 points
- Longer than 3 years. 6 points

13. Jurisdiction Project Priority. 5 Point Max. The project is consistent with the Consolidated Plan and Capital Investment Strategies list and has been identified in the planning process as having the following priority.

- First priority. 5 points
- Second priority. 3 points

- Third priority. 1 point
- Lower than third priority. 0 points

14. Quality Growth Principles. 15 Point Max.

Those communities that demonstrate their desire to improve using the following programs will receive additional points. Must provide verifying documentation for each bulleted item in order to receive points.

- Community is identified as a Quality Growth Community. 6 points
- A demonstration of community plans that coordinate and cooperate with other governments for planning and land use. 6 points
- Efficient infrastructure development including water and energy conservation methods. 1 point
- Housing opportunity and affordability has been incorporated into community planning. 1 point
- Community incorporates protection and conservation of water, air, critical lands, important agricultural lands, and historic resources. 1 point

15. Multi- Year Project. 100 Point Max

Prior year's COG approved project. Award full 100 points if prior approval is granted.

TOTAL POINTS_____

WEBER COUNTY RATING & RANKING

Weber County Rating and Ranking Criteria Program Year 2006

Applicant: _____
 Requested CDBG \$ _____
 Total Project Cost \$ _____

Ranking: _____ of _____
 Total Score: _____ of 85

1. Capacity of Grantee to Carry out the Grant. 5 Point Max

- | | |
|--|----------------|
| • No awarded grants within the last 3 funding cycles OR Successful grant administration within the last 10 funding cycles. | 5 Points _____ |
| • No awarded grants within the last 2 funding cycles OR Successful grant administration within the last 5 funding cycles. | 4 Points |
| • No previous grant administration. | 3 Points |
| • Unsuccessful grant administration in the past, but has shown improvement through documentation of other contracts. | 2 Points |
| • Unsuccessful grant administration within the past 3 funding cycles. | 1 Point |
| • If previous funds were not utilized as approved. | 0 Points |

2. Job Creation/ Training. 5 Point Max

- | | |
|---|----------------|
| • Greater than 5 permanent jobs created. | 5 Points _____ |
| • 3-4 Permanent jobs created. | 4 Points |
| • 2-3 Permanent jobs created. | 3 Points |
| • 1 Permanent job created or Job skills training. | 2 Points |
| • Social skills training. | 1 Point |

3. Improvement to or Expansion of Housing Stock, New housing units constructed, rehabilitated, or made accessible to LMI residents. 10 Point Max

- | | |
|------------------------|-----------------|
| • Greater than 8 units | 10 Points _____ |
| • 7-8 units | 8 Points |
| • 5-6 units | 6 Points |
| • 3-4 units | 4 Points |
| • 1-2 units | 2 Points |

4. Moderate Income Housing Plan Implementation. 5 Point Max

- | | |
|--|----------------|
| • Adopted a Moderate Income Housing Plan AND this project addresses an element of that Plan. | 5 Points _____ |
| • Adopted a Moderate Income Housing Plan, but this project is not addressed in that Plan | 3 Points |
| • Prepared a Moderate Income housing Plan, but the Plan has not been adopted. | 1 Point |

5. Low to Moderate Income National Objective Compliance. 33 Point Max

Percentage of Moderate Income (family household income is 80% of the county median income) Beneficiaries

- | | |
|---------------------------------------|----------------|
| • 51-60% (Percentage _____) | 3 Points _____ |
| • 61-70% (Percentage _____) | 5 Points |
| • 71-80% (Percentage _____) | 7 Points |
| • Greater than 81% (Percentage _____) | 9 Points |

Percentage of Very Low Income (family household income is 50% of the county median income) Beneficiaries

- | | | |
|--------------------|-------------------|-----------------|
| • 1-5% | (Percentage_____) | 3 Points _____ |
| • 6-10% | (Percentage_____) | 5 Points _____ |
| • 11-15% | (Percentage_____) | 7 Points _____ |
| • 16-20% | (Percentage_____) | 9 Points _____ |
| • Greater than 21% | (Percentage_____) | 11 Points _____ |

Percentage of Extremely Low Income (family household income is 30% of the county median income) Beneficiaries

- | | | |
|--------------------|-------------------|-----------------|
| • 1-5% | (Percentage_____) | 5 Points _____ |
| • 6-10% | (Percentage_____) | 7 Points _____ |
| • 11-15% | (Percentage_____) | 9 Points _____ |
| • 16-20% | (Percentage_____) | 11 Points _____ |
| • Greater than 21% | (Percentage_____) | 13 Points _____ |

Elimination of Slum and/ or Blight National Objective Compliance.

5 points awarded to any project in this category _____

Urgent Health and Welfare Needs National Objective Compliance.

15 points awarded to any project in this category _____

6. Matching Dollar Contribution. 10 Point Max

Non-Profit Organization Matching Dollar Contribution

- | | | |
|------------------|-------------------|----------------|
| • Less than 10% | (Percentage_____) | 1 Point _____ |
| • 11-30% | (Percentage_____) | 2 Points _____ |
| • 31-50% | (Percentage_____) | 3 Points _____ |
| • 51-70% | (Percentage_____) | 4 Points _____ |
| • 70% or greater | (Percentage_____) | 5 Points _____ |

Jurisdiction Matching Dollar Contribution

- | | |
|---|-------|
| • Jurisdiction's with a Population of 5,000 persons or less (Population_____) | |
| Percent of matching funds_____ % multiplied by 25 points = _____ | _____ |
| • Jurisdiction's with a Population between 5,000-10,000 persons (Population_____) | |
| Percent of matching funds_____ % multiplied by 15 points = _____ | _____ |
| • Jurisdiction's with a Population greater than 10,000 persons (Population_____) | |
| Percent of matching funds_____ % multiplied by 10 points = _____ | _____ |

7. Project Maturity. 5 Point Max

- | | |
|--|---------------|
| • Specific (the planning and financial criteria can prove the projects immediate viability), detailed Scope of Work. | 1 Point _____ |
| • Clear concise narrative description of project. | 1 Point _____ |
| • Detailed engineer's cost estimate. | 1 Point _____ |
| • All matching funds are committed (include necessary paperwork). | 1 Point _____ |
| • Know where matching funds will come from, but have not been secured as of yet (show that applications have been | |

	submitted or are in the process of preparation for submittal).	.5 Points	_____
	• Engineering Services have been procured, if necessary.	.5 Points	_____
	• Project Manger is assigned (Name _____) and has played a major role in the preparation of the application including attending the How to Apply Workshop.	.5 Points	_____
8.	Successful Participation in the Quality Growth Communities Program. 2 Point Max		
	• Demonstrate local responsibility for planning and land-use in coordination and cooperation with other governments.	.5 Points	_____
	• Efficient infrastructure development including water and energy conservation methods.	.5 Points	_____
	• Housing opportunity and affordability has been incorporated into community planning.	.5 Points	_____
	• Incorporates protection and conservation of water, air, critical lands, important agricultural lands and historic resources.	.5 Points	_____
9.	The proposed project is in conformance with the Weber County Consolidated Plan. 2 Point Max		
	• High	2 Points	_____
	• Low	1 Point	_____
10.	Community's Annual Growth Rate, based on Dwelling Units. 4 Point Max		
	• 1-3%	1 Point	_____
	• 4-6%	2 Points	_____
	• 7-9%	3 Points	_____
	• 10% plus	4 Points	_____
11.	Non-governmental, non-profit organizations that depend solely on donations and grant monies. 4 Point Max		
	• Beneficiaries are located within a CDBG entitlement city.	-4 Points	_____
	• Beneficiaries are located within the Small Cities Program of Weber County.	4 Points	_____

Rating and Ranking Application Instructions

1. **Capacity of Grantee to Carry out the Grant.**

Poorly administered grants in the past must show improved administration capabilities through third party administration contracts in order to receive partial credit.

2. **Job Creation/ Training**

Credit will be given to projects that create or retain jobs for Low to Moderate Income families, at least 51% of jobs created need to be available to LMI people.

A permanent job is considered to be any 30-hour per week entry-level position that lasts at least 50 weeks. This position must pay at least 1.5 times the minimum wage (including benefits) and would be eligible to any low to moderate-income person with or without a high school degree.

Job skills' training is an activity that prepares any person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

Social skills' training is an activity that incorporates social skills training to prepare a person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

3. **Improvements or Expansion of Housing Stock**

Points based on number of units constructed, rehabilitated, or made accessible to low and moderate-income residents.

4. **Compliance with House Bill 295, Affordable Housing Plan Implementation**

As of July 1, 2004 House Bill 295 requires all cities and counties to have an Affordable Housing Plan that addresses the problems associated with the availability of affordable housing in their communities. Those applicants that have prepared and adopted a plan and who are applying for a project that is intended to address some element of that plan will be given additional consideration.

5. **To What Extent does the Project Meet One of the National Objectives?**

Refer to the CDBG 2006 "Application Procedures and Policies", Ch. 3 National Objectives, Eligible Activities and Individual Federal Compliance Requirements for a complete description of applicable activities.

Benefits to Low and Moderate Income Persons. Projects are awarded points based on the percentage of extremely low, very low, and moderate-income persons directly benefiting from the project. Presumed LMI automatically receives 25 points. Moderate Income is 80% of county median income, Very Low Income is 50% of county median income, and Extremely Low is 30% of county median income. *Refer to Appendix C of the above-mentioned "Application Procedures and Policies" for County Income Data. In order to receive full points applicant must clearly identify what percentage of each income level is served by the project.

Elimination of Slum and/ or Blight. A project is awarded 5 points if it performs activities on a spot basis for those areas designated as slum or blight, OR if the activity is included in the urban renewal plan.

Urgent Health, and Welfare Needs. A project is awarded 15 points if it improved the health and/ or safety standards of the community. Federal guidelines require that "...existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs".

6. **Matching Dollar Contribution**

Based on population and the percentage of matching dollar contributions of the total project cost. Need to show proof.

7. **Project Maturity**

Each application MUST include each of the seven items requested in order to more fully explain the project and its maturity.

8. Participation in the **Quality Growth Communities Program**

Communities that demonstrate their desire to improve through the use of these programs will be given additional points.

9. Participation in the **Consolidated Planning Process**

Applicant completed their city and/ or county Capital Investment Plan/Lists in a timely manner. Applicant helped in the planning process of the Consolidated Plan by means of explaining the project in the plan. In order to receive full points for this question, all applicants need to include a highlighted section of the consolidated plan that mentions the specific project or applicant name.

10. **Growth Rate**

Additional points will be given to those communities that are growing at a faster rate. For non-profit organizations, this question will be based on the growth rate of the population served. All applicants need to show evidence by means of statistics, census, etc.

12. **Non-Governmental, Non-Profit Organizations** that Depend Solely on Donations and Grant Monies

Those projects/ applicants located within an entitlement city will receive fewer points than those applicants located within the small cities program.

Rating and Ranking Policies

I. Funding

Each year Federal Department of Housing and Urban Development (HUD) funds are made available in Weber County through the Small Cities Community Development Block Grant (CDBG) program administered by the Utah Department of Community and Economic Development (DCED) and the Wasatch Front Regional Council (WFRC).

II. Eligible Applications/ Applicants

Only Weber County local government bodies may apply. Ogden City and any other organization determined by HUD to be an entitlement body, may not apply. A local government body may sponsor another organization that meets the HUD eligibility requirements, but only if the proposed project benefits Weber County residents and/or is located within Weber County. As these funds are allocated for the benefit of Weber County residents, the COG may reject outright any petition from a body that does not have a physical presence in Weber County.

The Weber County COG accepts and reviews all eligible applications, but places an emphasis on Housing Projects, Economic Projects, and finally Community Development projects. Weber County staff in addition to WFRC staff will present prioritization recommendation to the Weber County COG for rating and ranking consideration and approval.

WFRC staff will visit each applicant project site for an evaluation/ review.

Applications on behalf of sub-recipients must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the projects viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipients contract performance.

Grant recipients will need to have drawn down at least 50% of previous year funding in order to apply for the upcoming year funding cycle.

A. Required Information

A completed Utah DCD application form found in the State's 2005 CDBG "Application Procedures and Policies". All applicants for multi-year funding must contain a complete budget and budget breakdown for each year.

A determination from WFRC indicating the eligibility of the proposed project.

All projects must meet a HUD National Objective described in the State's 2006CDBG "Application Procedures and Policies".

A summary, no longer than three pages, describing the proposed project including an architect and/or engineer's estimate if a construction project.

All projects must be included in the Consolidated Plan under the Capital Investment Strategies/ Capital Improvement Plan" list for Weber County. This Plan must be formally adopted by fall and submitted to WFRC by November 1.

Attendance at the How to Apply Workshop by all prospective applicants is mandatory.

III. Allocation

Minimum amount of any CDBG allocation per project will be \$20,000. Maximum amount of any CDBG project allocation per year \$300,000. Additional CDBG funding will not be considered for existing CDBG grantees due to cost overruns. Extraordinary events may be reviewed on a case-by-case basis at the discretion of the COG.

Multi-Year projects will be limited to a maximum of 3 years allocation.

No more than 10% of the grant can be designated for Administration costs, all administration costs must be broken out from the rest of the project costs when preparing the budget.

Highest ranked projects should be funded first, by allocating funds cost effectively. As a rule, the funding request should not be reduced if it would mean a reduced scale of the project unless the project is the last one funded. Each of the following ranked projects will be funded similarly.

If an applicant submits more than one application, only the highest scored project will be considered for funding per funding cycle.

Projects that do not meet federal and state criteria, or any unused project funds will be re-allocated to Weber County for the COG to allocate for the next funding cycle.